

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET	
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
RECOMMENDED							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
OFFICIAL							
10. TITLE Purchasing Agent							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	1105		05	MONTH/DAY/YEAR	YES NO		MS
				4/22/02			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR		25. FLD/BMK		26. POINTS		FACTOR	
25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK	
1. Knowledge Required		1-3		350		6. Personal Contacts	
2. Supervisory Controls		2-3		275		7. Purpose of Contacts	
3. Guidelines		3-2		125		8. Physical Demands	
4. Complexity		4-2		75		9. Work Environment	
5. Scope and Effect		5-2		75		27. TOTAL POINTS	
PCS for Purchasing Series, GS-1105 (TS-78, 2/69/ TS-122, 3/93)						28. GRADE	
						28. 05	
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA: N					Standard Job#1105-05		33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				05	

B. MASTER RECORD

1. PAY PLAN (2)		2. OCC.SER (4)		3. OCC FUNC. CD (2)		4. OFF. TITLE CD (5)		5. OFF. TITLE (38)										
GS		1105				0001		PURCHSG AGT										
6. HQ.FLD.CD. (1)			7. SUP.CD. (1)				8. CLASS STD. CD. (1)			9. INTERDIS. CD. (1)		10. DT. CLASS (6)						
1=HQ 2=FLD			8		2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		6=Leader WLGE 8=All Others		X=New Std. Applied Blank=NA		N=NO Y=Interdis		MO DAY YEAR 04 22 02					
11. EARLY RET. CD. (1)				12. INACT/ACT (1)				13. DT. ABOL. (6)			14. DT.INACT/REACT (6)			15. AGCY. USE (10)				
1=Primary 2=Secondary				3=Foreign Svc. Blank=NA		A		I=Inactive A=Active		MO DAY YEAR			MO DAY YEAR					
16. INTERDIS. SER. (40)																		
(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)		
17. INTERDIS. TITLE CD. (50)																		
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)				4. POS. SENS. (1)				5. COMP. LEV. (4)															
N E=Exempt N=Nonexempt		0=None 3=SF 278 4=OGE 450		A=Sched A B=Sched B C=Sched C				0=Excepted but not A, B, C				1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk		05PA													
6. WK. TITLE CD. (4)				7. WK TITLE (38)																							
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)																			
1st		2nd		3rd		4th		5th		6th		7th		8th		0=Position Action No Vacancy A=No Change				B=Lower Grade C=Higher Grade				D=Different title and/or series E=New Position/New FTE			
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)				14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)											
				Blank=N/A Y=Yes		Slate (2) City(4) Cnty(3)						MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR 04 22 02											
18. GD. BASIS. IND. (1)												19. DT. REQ. REC. (6)		20. NTE. DT. (6)			21. POS. ST. (4)										
N		1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG		4=Sup./Program 5=RGE 6=Policy Analysis GEG						MO DAY YEAR		MO DAY YEAR			Y=Perm N=Other												
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																											
		Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.		Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.		Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.				9=Other													
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)			26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)			28. INT. ASGN. SER. (4)			29. AGCY. USE (8)									
MO DAY YEAR			MO DAY YEAR			A 1=Inact. 2=Act.			MO DAY YEAR																		
30. CLASSIFIER'S SIGNATURE										31. DATE																	
32. REMARKS																											
Standard Job #1105-05																											

A. Major Duties

Typical, but not all inclusive, duties are illustrated by performance of any combination of the following:

Purchases supplies, services, and scientific equipment/materials using non-competitive open-market purchase methods, established contracts (BPA's), or competitive open-market purchase methods where specifications and statements of work are standardized, price and product characteristics are stable, and repeat vendors are used.

Verifies completeness of purchase orders received; determines minimum allowable purchase quantity, estimated cost, and source of supply by referring to GSA schedules, vendor's catalogs, and history files, or through direct contact with vendors; helps purchasers in defining product/service characteristics; and explains the regulations on the use of mandatory schedules and penalties for returns.

Determines whether item to be purchased is available on supply schedules or whether to solicit on the open market.

Negotiates with vendors on items such as price breaks, accelerated delivery, reduction of service charges, or waiver of fees. Awards orders based on comparison of price and delivery terms.

Uses electric typewriter or personal computers and related software to type various correspondence related to the work described above.

B. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-3: 350 pts.)

Knowledge of Federal, Departmental, and Agency laws, regulations, and policies on procurement in order to make routine or standardized purchases within delegated authority.

Knowledge of regulations related to sources, the use of mandatory schedules, or ordering and documentation procedures used to purchase supplies, services, and scientific equipment.

Knowledge of the Service Contract Act of 1965, Davis Bacon Act and Associated Labor Laws, Walsh Healey Act, and Public Law 95-507.

Knowledge of basic price evaluation techniques to assess price reasonableness using well-established references, e.g., price lists, GSA supply schedules, and previous history files.

Knowledge of post-award procedures sufficient to resolve typical problems with deliverables, such as differences in price or quantity, or to recommend and prepare no-cost cancellations of purchase orders.

Skill in written and oral communication.

Skill in operating an electric typewriter or a personal computer, including related software, modems and printers.

2. Supervisory Controls (FLD 2-3: 275 pts.)

The incumbent's supervisor assigns work with standing instructions on objectives, priorities, and deadlines. Incumbent carries out daily work assignments independently, uses accepted practices or procedures to resolve minor problems and deviations, and seeks guidance in resolving major problems from the supervisor or higher graded employee. Review of work is accomplished by spot checking the appropriateness of decisions and based on feedback from requisitioners.

3. Guidelines (FLD 3-2: 125 pts.)

Guidelines consist of Federal, Departmental and Agency laws, regulations, and procedures, Federal Property Management Regulations, Public Laws, Comptroller General Decisions, Office of Federal Procurement Policy Letters, and Government Printing and Binding Regulations. Incumbent uses judgment in interpreting the available guidelines and in selecting the appropriate references and procedures to use in making purchases.

4. Complexity

(FLD 4-2: 75 pts.)

Incumbent provides procurement support for the assigned program area(s) and makes decisions based on a review or knowledge of similar purchases and basic procedures. Day-to-day independent action is necessary to make the most advantageous purchases by considering such factors as price, available sources, delivery dates, discounts, possible substitutes, and transportation and handling charges. Incumbent determines appropriate purchase strategy and recommends awards using primarily price and/or delivery as determining factors. Major deviations or problems encountered are referred to the supervisor or higher graded employee for resolution.

5. Scope and Effect

(FLD 5-2: 75 pts.)

The primary purpose of the work is to assure that procurement support is provided to the assigned program area(s). The incumbent provides purchasing services that are covered by well-defined and precise procedures and regulations; and clarifies what is needed and when, and selects purchasing methods and sources from a range of available options. The incumbent's work products affect the smooth flow of everyday operations of the programs supported.

6. Personal Contacts

(FLD 2a: 45 pts.)

and

7. Purpose of Contacts

Contacts are with clients in the serviced organization, contracting personnel at the Area and Headquarters levels, other Headquarters or Area Office personnel, sales representatives, and other contracting personnel. Contacts are made to clarify or exchange information related to routine purchasing requirements, obtain missing information, advise on status of work, and obtain approvals for substitutes or changes to the original order.

8. Physical Demands

(FLD 8-1: 5 pts.)

Work requires some physical effort, such as standing, walking, bending, or sitting. Some travel within the Area may be required as well as occasional trips outside the Area.

9. Work Environment

(FLD 9-1: 5 pts.)

The majority of the work is performed in an office setting.

C. Other Considerations (Check if applicable)

- ☐ Exercises delegated small purchase authority up to
- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other:

TOTAL POINTS: 955

GRADE CONVERSION: GS-05

September 17, 1996